



# MUSCOGEE (CREEK) NATION

HUMAN RESOURCE MANAGEMENT SERVICES

P.O. Box 580 - Okmulgee, OK 74447 - (918) 732-7827

## JOB OPPORTUNITY

JOB TITLE:

**Oil and Gas Manager**

SALARY:

Negotiable

LOCATION:

Oil and Gas

JOB DUTIES:

Under the supervision of the Secretary of Interior Affairs and working in conjunction with all branches of government and major department heads, the *Oil and Gas Manager* will develop the Oil and Gas Department which includes but not limited to: Negotiating mineral lease agreements, evaluating well sites, monitoring gas production in real time, ensuring compliance with applicable laws and regulations, lease compliance, negotiating right of way agreements, arranging permits for land use by seismograph crews and other entities, requesting temporary occupation of Tribal lands, developing codes governing oil and gas drilling, production and environmental protection, and interacting with State and Federal agencies such as the Bureau of Indian Affairs, Bureau of Land Management, the Office of Natural Resources Revenue, the Division of Energy and Mineral Development and the Oklahoma Corporation Commission. Inspect oil and gas exploration and production sites within the exterior boundary of Muscogee (Creek) Nation. Contact well operator regarding violations of oil and gas laws and regulations. Resolve lease mineral lease compliance issues of the MCN and its citizens.

JOB QUALIFICATIONS:

**Minimum Requirements:** Extensive knowledge of Federal and Tribal Regulations, Acts and Ordinances concerning Mineral Development of Indian Lands. General knowledge of oil and gas concepts, principles and practices applicable to all phases of oil and gas production. Knowledge of hydrogen sulfide control, groundwater remediation, and pollution investigation. Must be able to communicate effectively, both verbally and in writing, with officials and other representatives from business entities, state agencies and federal government agencies. Have four (4) years practical and two (2) years regulatory experience in the production of oil and gas.

**Preferred Requirements:** Bachelor's Degree in Petroleum Engineering, Forestry or Natural Resource Management.

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED  
MUSCOGEE (CREEK) AND INDIAN PREFERENCE**

APPLY ONLINE AT:

[www.muscogeenation-nsn.gov](http://www.muscogeenation-nsn.gov)